

Office of State Uniform Payroll	
<b>Procedure Title:</b> Requests for Offsets and Recoupments	<b>Revision Date:</b>
	<b>Issue Date:</b> 01/04/2013
<b>Unit:</b> Garnishment Administration Unit	<b>Page Number:</b> 1 of 1
<b>Contact:</b> _DOA-OSUP-GARN@la.gov	

Beginning April 16, 2012, the Office of State Uniform Payroll (OSUP) Garnishment Administration Unit resumed responsibility for creating all offsets and recoupments for the following types of overpaid wages:

Wage Type	Text
0266	Recoup RegEarnings O/P
0286	Recoup SpecPay O/P
0296	Recoup TermPay O/P
0306	Recoup OT for O/P

Agencies must complete the following steps prior to notifying OSUP of the need to establish an offset and recoupment.

1. Make all Master and/or Time data corrections.
2. Identify the overpayment amount and type of wages. Refer to the archived ISIS HR bulletin board article "[New Differences Variant Also Available on ZY08](#)", issued 04/07/06, and [ISIS Memorandum #06-027](#), dated 02/10/06.
3. Determine the amount to be deducted each pay period or the number of periods to be deducted.

All requests for offset and recoupment processing must be submitted to OSUP in writing and can be faxed to (225) 219-4432 or sent via email to [doa-osup-garn@la.gov](mailto:doa-osup-garn@la.gov). These requests must include the following:

1. the employee's name and personnel number,
2. the total overpayment amount,
3. the applicable type of wages (regular, special, term and/or overtime) and the overpayment amount for each type, and
4. the amount to be repaid each period or the number of periods to have the overpayment deducted.

**Note: If a claim has already been generated on the employee as a result of an overpayment, an offset cannot be processed. The agency must contact the [LaGov HCM Help Desk](#) to clear the claim and set up the recoupment since different wage types must be used in this situation.**